

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Personnel Action		Sub-Process Identifier: PA-3	
Sub-Process Purpose and Objectives: Process changes in salary, status (part-time, full time, terminate, extended leave, etc.) that require more rigorous review and approval by Personnel			
Sub-Process Description: This process is triggered by the need for a personnel action. It may be identified directly by the agency independent of other events, or it may be the result of other processes (such as Disciplinary Actions, Grievance, etc.).			
When the need for a personnel action is identified, the agency completes the documentation and enters the information online or forwards to personnel for review and approval. Agency enters the transactions (personnel enters some transactions submitted on paper documents from the agency) which are placed in pending status until reviewed and approved by personnel. After the transactions are approved, a new turnaround document is forwarded to the agency for inclusion in the employees personnel file. SEIS updates TIS and the travel system as required by the transaction.			
For separations, the personnel file is forwarded to the Department of Personnel where it is imaged and filed.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Personnel action identified		Key Sub-Process Participants: <ul style="list-style-type: none">AgencyEmployeePersonnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Personnel transactions	Paper documents and online transactions	45,500/year (combined with simple maintenance)	Agencies
Outputs:			
Output	Format	Volume/Time	Recipients

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Personnel Action		Sub-Process Identifier: PA-3	
Updated personnel records	Database		Personnel and agency users
DIR	Report		Employee personnel file
Turnaround document	Report		Employee personnel file
Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
Complete all transactions in 3 working days	3 days	3 days	
Laws, Regulations, and Policies That Govern Sub-Process:			
TCA 8-30-101 – 8-30-333, 8-50-108			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Ability to define processing steps and rules		Simplify process changes and training	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	

